

Corporate & Works Committee Minutes

Monday 18 July 2011

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Corporate & Works Committee Minutes

**Minutes of the Meeting held on
Monday 18 July 2011 at 6.02pm**

Present: Her Worship The Mayor, Councillor Isabelle Shapiro ex-officio (Item R3 in part)

Councillors Andrew Petrie (Chair)
 Anthony Boskovitz (Items D1, R1 & R2)
 Sean Carmichael (Items D2 to R1)
 Susan Jarnason
 Ian Plater (Items D2 to R3)
 David Shoebridge

Staff: Cheryle Burns (Manager Risk Control & Safety Services)
 Stephen Dunshea (Director – Corporate Services)
 Gary James (General Manager)
 Don Johnston (Manager Finance)
 Jake Matuzic (Manager Capital Projects)
 Tom O’Hanlon (Director – Technical Services)
 Helen Tola (Governance & Corporate Planning Coordinator)

Also in Attendance: Nil

Leave of Absence

Leave of Absence previously granted by Council: Councillor Greg Medcraft

Apologies: Nil

Late Correspondence

Late correspondence was submitted to the committee in relation to Items: Nil

Declarations of Interest

Nil

Items Decided by this Committee using its Delegated Authority (Items D1 to D3)

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 4 July 2011**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 4 July 2011 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

(Shoebridge/Petrie)

Resolved:

That the Minutes of the Corporate and Works Committee Meeting of 4 July 2011 be taken as read and confirmed.

Item No: D2 Delegated to Committee
Subject: **Monthly Financial Report - June 2011**
Author: Don Johnston, Manager Finance
File No: 349.G
Reason for Report: To present the monthly financial report for June 2011.

(Carmichael/Plater)

Resolved:

That the monthly financial report be received and noted.

Item No: D3 Delegated to Committee
Subject: **Disclosure of Interest Returns Submitted by Designated Employees During the Period April to June 2011.**
Author: Les Windle – Manager Governance
File No: 169.G
Reason for Report: To table the disclosure of interest returns that have been lodged by new designated employees during the period April to June 2011.

(Plater/Carmichael)

Resolved:

- A. That the Disclosure of Interest Return of the new designated person who was required to submit a Primary Return during the period April to June 2011 be tabled.
- B. That Council notes that the Primary Disclosure of Interest Return has been submitted in accordance with the requirements of the Local Government Act 1993.

**Items with Recommendations from this Committee
Submitted to the Council for Decision (Items R1 to R3)**

Item No: R1 Recommendation to Council
Subject: **Reconstruction Work in Bunyula Road between Latimer Road and Blaxland Road, Bellevue Hill.**
Author: Sam Badalati – Project Manager
File No: Tender No 11/08
Reason for Report: To recommend to Council the acceptance of a Tender.

(Carmichael/Jarnason)

Recommendation:

- A. That Council enter into a Contract with Melhemcorp Pty Ltd for the lump sum of \$463,016 excluding GST, plus any provisional rates used for reconstruction work in Bunyula Road between Latimer Road and Blaxland Road, Bellevue Hill.
- B. That successful and unsuccessful tenderers be advised accordingly.
- C. That Council progress at SSROC meetings, regional support for Council's open tendering procedures to promote transparency in the decision making process.

Item No: R2 Recommendation to Council
Subject: Interest on Overdue Rates & Charges
Author: Don Johnston, Manager Finance
File No: 331.G 2011/12
Reason for Report: To report to the Committee an increase in the maximum interest rate for overdue Rates and Charges and seek a determination of the rate to be charged by Council in 2011/12.

(Plater/Carmichael)

Recommendation:

That Council:

- A. Give 28 days notice of an amendment to its 2011/12 Fees and Charges Schedule to apply the maximum interest rate of 11% on overdue Rates and Charges.
- B. Receive a further report advising of any submissions received in respect of the proposal.

Item No: R3 Recommendation to Council
Subject: Internal Audit Function and Audit Committee
Author: Stephen Dunshea - Director Corporate Services
Cheryle Burns – Manager Risk Control & Safety Services
Helen Tola – Governance & Corporate Planning Coordinator
File No: 1225.G
Reason for Report: To provide the Committee with an overview of the Woollahra Council model for Internal Audit in the context of an overall Business Assurance Framework and to make recommendations regarding the establishment of an Audit and Assurance Committee.

Note: A presentation was made by Council's Director Corporate Services, Stephen Dunshea and Manager Risk Control & Safety Services, Cheryle Burns.

(Plater/Jarnason)

Recommendation:

That Council:

- A. Note the development of Council's Internal Audit function as a key operational component of Council's overall Business Assurance Framework.
- B. Having considered the Division of Local Government Internal Audit Guidelines and the ICAC recommendations in relation to Audit Committees, formally establish the Woollahra Council Audit and Assurance Committee as an Advisory Committee of Council, to report to Council through the Corporate & Works Committee.

- C. Determine the composition of the Audit and Assurance Committee, as a five (5) member Committee comprising three (3) independent members to be appointed by Council, and two (2) Councillors to be appointed by the Mayor.
 - D. Establish a panel comprising the Mayor, Deputy Mayor, Chair of the Corporate & Works Committee, one (1) other Councillor to be appointed by the Mayor, the General Manager and the Director Corporate Services, to prepare draft expressions of interest documents relating to the appointment of the independent members for review by the Corporate Works Committee.
 - E. Review the Draft Audit & Assurance Committee Charter provided as Annexure 2 as the Audit and Assurance Committee's Charter, in light of the matters raised at the Corporate & Works Committee meeting of the 18 July 2011.
 - F. Note Council's participation in a resource sharing arrangement with the Southern Sydney Regional Organisation of Councils (SSROC) for the provision of Internal Audit Services.
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There being no further business the meeting concluded at 7.24pm.

We certify that the pages numbered 1786 to 1792 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 18 July 2011 and confirmed by the Corporate & Works Committee on 1 August 2011 as correct.

Chairperson

Secretary of Committee